

TENDER NO. 2176

Notice Inviting Tender

Date 17/07/2012

IGKV, Raipur invites sealed tender from reputed competent Chartered Accountant Firm for implementation of double entry Accounting system on accrual basis in all the units of the university.

Tender document can be obtained from the office of the Registrar, IGKV during office hours by cash or DD of Rs. 1000/- (one thousand) in favor of Comptroller, IGKV, Raipur.

Tender document can also be down loaded from university website www.igau.edu.in and submitted along with tender fees.

Last date of sale of tender document	07-08-12 time 5 pm
Last date for submission of sealed tender	08-08-12 time 2 pm
Date of opening the received tenders	08-08-12 time 3 pm


REGISTRAR,
I.G. Krishi Vishwa Vidyalaya
RAIPUR (C.G.)


COMPTROLLER,
I.G. Krishi Vishwavidyalaya,
RAIPUR (C.G.)

Notice Inviting Tender

TENDER NO. 2176

Date: 17/07/2012

IGKV, Raipur invites sealed tender from reputed competent Chartered Accountant Firm for implementation of double entry Accounting system on accrual basis in all the units of the university.

Tender document can be obtained from the office of the Registrar, IGKV during office hours by cash or DD of Rs. 1000/- (one thousand) in favor of Comptroller, IGKV, Raipur.

Tender document can also be down loaded from university website www.igau.edu.in and submitted along with tender fees.

Last date of sale of tender document	07-08-12 time 5 pm
Last date for submission of sealed tender	08-08-12 time 2 pm
Date of opening the received tenders	08-08-12 time 3 pm

Tender Document

1. Tender No. : -----
2. Cost of Tender Rs. 1000/-(one thousand .Non refundable)
3. Date for Sale of Tender Document : 07-08-12 upto 5 pm during office hrs
4. Date of submission on or before : 08-08-12 upto 2 pm
5. Date of opening of tender : 08-08-12 on 3 pm

Sealed quotations are invited from the reputed chartered accountant firms registered in Chhattisgarh, Raipur for implementation of Double Entry Accounting System on accrual basis in all the units of the university.

Scope of work

IGKV is migrating from the cash based single entry accounting system to accrual based Double entry Accounting system in accordance with the rules and regulation framed by CG govt.

This system will be implemented in all the units of the university.

IGKV, was established in the year 1987 by IGKV Act 1987 At present. University has about 40 units as per list enclosed at annexure A. The detail scope of work is as follows-----

- (1) Preparation of Opening Balance Sheet of each respective units, offices, Colleges as on 1.04.2012

The records and registers which will be required for deriving the opening balance may not be updated by the university office, hence technical assistance shall have to be provided in preparing updating and verifying these records so that they can be used as accurate figures for opening balance These may include records of grant collection and balance, Register of Deposits, Register of Adv. etc.

- (2) The opening balance sheet is to be supported by the Fixed Assets Register, Investment Register and Liability Register. The selected firm shall prepare these Registers.
- (3) Implementation of Double Entry Accounting System on accrual basis from this financial year i.e. 2012-13.
- (4) Data feeding of Transactions of the university offices in the F.Y. 2012-13 in double entry accounting system, for this the essential Software has to be arranged by firm with desired man power .

- The hardware shall be made available by respective offices by the university, however additional computers, if required shall be arranged by the firm .

- (5) Generation of Financial Statements of the F.Y 2012-13 along with all the schedules and sub-schedules.
- (6) All these activities will be performed by the firm in the presence of accounts personnel of the respective offices so that they may also develop the capacity & capability to generate the financial statements in the double entry accounting system on accrual basis at their own.
- (7) IGKV, will have option to avail the financial services to be continued for the next three years with the same C.A. firm for which separate rates, per year, must be quoted for account keeping and maintaining the Double entry system.

Deliverables

- (1) Opening Balance sheet as on 1-4-2012 to all the units as per Annexure A, along with Fixed assets Register, Investment Register and Liability- Register supporting opening balance, within 3 months from the date of order.
- (2) Financial Statement comprising Income and Expenditure Account, Receipt and Payment A/c and balance sheet for the year ending 31st March 2013. Also cash flow statement with all Schedules & Sub-schedules of the university for the year ending 31st March
- (3) Any other work required to update the account preparation.

Qualification of the firm

- Chartered Accountants must be registered with ICAI New Delhi.
- The CA firm should have head office in Chhattisgarh state only and its Branch Office or Head Office must be situated in Raipur.
- The firm must have minimum 10 years experience with minimum 5 years experience in accounting and auditing in Government/ local body or central / state public sector undertakings.
- Minimum two Chartered Accountants should be fellow member of the institution of C.A. of India, in the firm.

The application form must be filled by enclosing the following documents :

- Proof of registration with ICAI
- Proof of experience as mentioned above.
- Registration no. of the firm
- Address proof .
- Number of Chartered Accountants with their membership no.
- Service Tax No.(if applicable)

- PAN (photocopy)

Note: Photocopies of all documents submitted should be duly attested by the tenderer with his seal and dated signature.

Submission of bid

The tender should be submitted in three parts in separate sealed envelopes

- EMD in the form of DD in favor of Comptroller, IGKV, Raipur
- Technical Bid/Qualifications of the firm
- Price bid Annexure I

(Down loaded tender document should be submitted with a DD of Rs. 1000/ kept in envelop of EMD)

All the three envelopes should be kept in one single, bigger envelop duly sealed and submitted in the prescribed tender box in the office of the Registrar, IGKV, Krishak Nagar, Raipur.

The price bid envelop will be opened only of the qualified firms

EMD

EMD of Rs. 20000/- (Twenty thousand) will have to be submitted without which the application shall be treated as incomplete and their technical and price bid will not be opened. The EMD of the unsuccessful firms shall be released.

Security Deposit

EMD of the successful firm will be treated as security deposit and shall be released after completing the entire work.

Validity

The offer must be valid for 120 days

Time for completion

The work is expected to be completed within one year from the date of Order, which may be extended by 3 months, after which penalty clause shall be applicable ,however early completion of work shall be preferred.

Penalty for delay

If there is delay by firm without any reasonable cause, the penalty shall be imposed @ 1% per month for the delayed work up to maximum value, i.e. 10 % of total order value.

Price

The quoted fees should be inclusive of all taxes and duties, and all other charges including traveling expenditure, for the entire work. No amount shall be paid extra beyond the quoted fees.

Payment Terms

- **50% of total fees will be paid on submission of balance sheet as on 31-03-12 and remaining 50% will be paid on submission of balance sheet as on 31-03-13 and on producing bill in three copies in the office of the Comptroller IGKV.**
- TDS shall be deducted from the fees paid by the University

Other Terms and Conditions

- If any information given by the firm comes to be wrong the appointment shall be cancelled.
- The University may by written notice cancel the appointment of the C.A. firm, if the services are not found satisfactory.
- The University staff will co-operate and supply information and record to complete all the work. If the C.A. firm feels that proper information or explanation not given by the respective offices he may inform to the competent authority.
- For any dispute the Hon'ble Vice-Chancellor shall be the final authority whose decision shall be final and binding on the firm.

Undertaking by the Firms

It is certified that all terms and conditions mentioned in this firm have been understood and accepted. We are submitting all the documents duly filled in, Signed and stamped on each page.

Signature of the Tender

- Full name and address of the person signing (in block letters)
- Whether signing as proprietor /partner /constituted Attorney dully authorized by the company.

Annexure-I**Price Bid**

S.No.	Description	Rate
1.	Preparation of all accounts up to 31-3-2012	
2	Developing program and customize the same for IGKV double-entry-system from 1.4.2012 and Preparation of balance sheet as on 31.3.2013	
3	Annual maintaining and preparation of double entry accounts for the complete financial year in successive three years.	Rs. Per year (for 3 financial year)

Note :- For evaluating tender ,all the above components i.e. total financial implication on IGKV, Shall be considered.

Annexure-A

S.No.	List of DDOs
1	Comptroller, IGKV, Raipur
2	DRS, IGKV, Raipur
3	DES, IGKV, Raipur
4	Dean, College of Agriculture, Raipur/ Bilaspur/Jagdalpur/ Ambikapur/ Kawardha/ Janjgir-Champa
5	Dean,FEA, Raipur/COAE & T.Mungeli.
7	Dean, COH, Rajnandgaon
8	Director Instruction, IGKV, Raipur
9	Dean, Student Welfare, IGKV, Raipur
10	SPP, IGKV, Raipur
11	Sr. Scientist DKS, Research & Inst. Farm, Bhatapara
12	Sr. Scientist, SRS, Baronda
13	Principal Scientist, RARS, Raigarh
14	NSP, IGKV, Raipur
15	KVK, Bilaspur/ Jagdalpur/ Ambikapur/ Janjgir-Champa/ Bhatapara/ Rajnandgon/ Mahasamund/ Anjora Durg/ Kanker/ Kawardha/ Raigarh/ Dhamtari/ Dantewada/ Korba/ Koria/Jashpur/ Narayanpur/Bijapur/Gariaband/ Balrampur.